

## **Cobb County Water System**

# **Watershed Stewardship Intern**

**Position Description:** Watershed Stewardship Intern

**Department:** Water System, Environmental Compliance Division, Water Quality Laboratory

**Immediate Supervisor:** Watershed Stewardship Program Coordinator

**Description Summary:**

Assist program staff with community, school, and/or volunteer programs including preparing and presenting information to participants.

**Duties and Responsibilities:**

Essential Job Functions:

- Assist staff in preparation of teaching space
- Assist staff in making handouts
- Assist staff in providing assistance to program participants
- Assist staff in cleanup
- Assist staff with rain and wildlife garden maintenance

**Knowledge, Skills, Abilities:**

- Willingness to work with both youth and adult participants
- Good interpersonal skills and strong desire to work with the public
- Experience in using computers and the Internet
- Experience with office machines such as photocopiers
- Ability to follow instructions

**Requirements:**

- Must be 16 years of age or older.
- Must clear required background check

**Time Commitment:** 5-10 hours per week

**Length of Commitment:** 3 months